

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 11.03.023	PAGE 1 of 2
	EFFECTIVE DATE July 24, 2009	
SUBJECT SEF Tool Control		SUPERSEDES 11.03.023
		DATED December 15, 1993
CHAPTER State Equipment Fleet	SECTION SEF Procurement	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on providing guidelines for the inventory, maintenance, and control of State Equipment Fleet (SEF) tools. SEF has a substantial investment in specialty tools and shop equipment. This equipment is necessary to the support of maintenance operations at SEF facilities throughout the state.

POLICY

Establish policy regarding the care, maintenance, storage, usage, and control of specialty tools and shop equipment under the purview of SEF.

PROCEDURE

Definition

Shop tools: Specialty tools and shop equipment provided by SEF to support shop maintenance efforts.

A. Tool inventory

Appropriate provisions of department property control procedures will be adhered to for all state owned and SEF controlled shop tools and equipment. These procedures require annual physical inventory of all shop tools and equipment.

B. Tool security

Shop tools and equipment shall be stored in appropriate secured storage areas. Appropriate measures shall be taken to prevent loss from theft or pilferage. Any and all loss of tools and shop equipment shall be reported on the appropriate department forms.

C. Tool use

All tools are to be kept in good repair and in safe operating condition at all times. It is the responsibility of employees to repair unsafe tools or conditions and report safety concerns to shop foremen and/or district managers. It is the responsibility of all employees to use tools in a safe manner and in accordance with SEF and Alaska Occupational Safety and Health (AKOSH) accepted procedures, regarding not only their own personal safety, but the safety of others.

SEF provided shop tools and equipment are to be used only in support of state related equipment maintenance or other appropriate state approved uses and will not be removed from SEF facilities. SEF provided shop tools and equipment are not for personal use. Usage by non-SEF employees will be approved by the SEF shop foreman or SEF district manager.

Tools and shop equipment are to be used only for their intended purpose. Misuse or abuse of shop tools will be grounds for disciplinary action.

AUTHORITY

AS 44.42.020

IMPLEMENTATION RESPONSIBILITY

SEF headquarters, SEF district managers, SEF foreman, and SEF mechanics

DISTRIBUTION

All department employees via the DOT&PF website.